

Effective Date: April 19, 1992

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

GRAIN OPERATIONS ASSISTANT MANAGER

I. INTRODUCTION

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority (under ER 2.04, Wis. Adm. Code) for making classification decisions relative to present and future management positions located primarily within the Department of Agriculture, Trade and Consumer Protection's Marketing Division at one of the State's grain inspection offices. The grain inspection program is administered according to standards established by the United States Department of Agriculture-Federal Grain Inspection Service (USDA-FGIS) under the U.S. Grain Standards and the Agricultural Marketing Acts. Grain inspection ensures that this commodity is accurately represented to buyers and determines official grades and weights used by the grain industry to establish prices used in commodity purchase contracts and for national or international trading.

This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as the framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses positions primarily in the Department of Agriculture, Trade and Consumer Protection's Marketing Division which function as the assistant manager of a grain inspection office operation, and supervise staff involved in field inspection, regulation, grading and commodity work to promote and enforce Federal and State laws, standards, and codes related to the inspection of grain to certify grade, weight, condition, size, and quality.

Per s. 111.81(13), Stats., "'Management' includes those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads, and employes exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] commission." The position will participate in the formulation, determination, and implementation of management policy and establishing an original budget or the allocation of funds for differing program purposes.

C. Exclusions

Excluded by this classification are positions responsible for spending a majority (i.e., 50% or more) of their work time supervising employes in the performance of the following duties and functions, or performing the following:

1. Inspections and investigations fostering and enforcing laws, regulations, and standards pertaining to the food, meat, produce, and dairy industries;
2. Investigations related to civil violations of state and federal laws, rules, and regulations;
3. Functioning as first-line supervisors of grain inspectors;
4. Non-supervisory and managerial duties as statutorily defined; and
5. All other positions which are more appropriately identified by other series.

D. Entrance Into this Classification

Employes enter this classification through competitive examination. Employes in this classification must maintain USDA-FGIS licensure.

II. DEFINITION

GRAIN OPERATIONS ASSISTANT MANAGER

This is professional managerial work in the field of grain operations management at one of the State's grain inspection offices. Work involves assisting with the management of all aspects of the grain inspection program operations, including the development, implementation and evaluation of program policy; budget development and evaluation; determining staffing needs and assignment; employe supervision and evaluation; staff training; instructing subordinate employes and supervisors on changes in policies, programs, rules, laws, procedures, rules, and/or regulations; evaluating field staff work activities to insure uniform interpretation and application of laws and standards; recommending and developing changes to applicable regulations, rules, laws, standards and codes; coordinating program activities; and performing special assignments within the program area. Positions must maintain close working relationships and liaison with federal agencies to insure compliance with established standards and regulations, and maintain liaison with the industry to insure service needs are being met. Positions allocated to this level must also utilize inspection and grading principles and expertise on a regular and recurring basis in the performance of their assigned duties.

General direction is received from a Grain Operations Manager.

III. QUALIFICATIONS

The qualifications required for this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which

provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. However, it should be noted that employees in this classification must maintain USDA-FGIS licensure.

ECO/JLB

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